

CONTENT AREA

Termination of Employee Benefits - Human Resources Information Solution (HRIS)

ISSUE/QUESTION

When a State employee is terminated from employment in a benefits eligible position, what is the process for terminating the employee's benefits?

ANSWER

Upon learning of an employee's termination from employment in a benefits-eligible position, the benefit liaison **must** notify the ADOA Benefits Office.

The notification, which should be sent to beneissues@ad.state.az.us, should specify the employee's full name, employee identification number (EIN) and termination date.

RATIONALE/EXPLANATION

HRIS does not provide for the automatic termination of employee benefits.

AUTHORITY

Arizona Department of Administration – HRIS

ISSUED

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